

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON TUESDAY, JUNE 19, 2018 IN THE MEN'S LOUNGE, CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A Regular Meeting of the Planning Commission of the Town of Clarkdale was held on Tuesday, June 19, 2018 at 4:00 p.m., in the Men's Lounge, Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chair	Ida-Meri deBlanc	Present
Vice Chair	John Erickson	Present
Commissioners	Jorge Olguin	Present
	Craig Backus	Present
	Deborah Hunseder	Excused

Staff:

Community Development Director	Jodie Filardo
Planning Manager	Beth Escobar
Project Manager	Mike Gray

Other members of the audience:

Dave Puzas, representative for the Elk's Lodge
Michael Lindner, resident
Other unidentified members of the public

1. **CALL TO ORDER:** Chair deBlanc called the meeting to order at 4:01 p.m.
2. **ROLL CALL:** Director Filardo called the roll.
3. **PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing Staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE MINUTES**.

There was no public comment.

4. **MINUTES:**

- a. Consideration of the **Regular Meeting Minutes of May 15, 2018.**
Commissioner Erickson moved to approve the Regular Meeting Minutes of May 15 2018. Commissioner Olguin seconded the motion. The motion passed unanimously.

Open Projects – Balances due reflect permits awaiting pickup in CDD

*** PROJECT TYPE RECAP ***

PROJECT TYPE	# OF PROJECTS	BALANCE
ACC - ACCESSORY STRUCTURE	19	200.00
BP - BUILDING OTHER	7	0.00
BP - BUILDING REMODEL	15	1,838.40
BPC - BUILDING COMMERCIAL	1	0.00
BPR - BUILDING RESIDENTIAL	54	23,177.70
CU - CONDITIONAL USE	1	0.00
DECKS - DECKS	1	0.00
DM - DEMOLITION	2	0.00
DRB - DESIGN REVIEW BOARD	2	0.00
EG - EXCAVATING & GRADING	5	0.00
ELECTRICAL - SOLAR	21	400.00
EP - ELECTRICAL	2	0.00
GSM - GRADING - SOIL REMED.	250	16,191.00
MH - MANUFAC HOME	2	0.00
PL - PLUMBING	4	25.00
RE-ROOF - RE-ROOF	9	0.00
RZ - REZONE	1	0.00
SG - SIGN	3	0.00
SPR - SITE PLAN REVIEW	1	0.00
SWIMPOOL - SWIMMING POOL	4	0.00
WF - WALL/FENCE	12	100.00
*** TOTALS ***	416	41,932.10

Project updates.

UVSP. An excerpt from Town Manager's Report of 06-01-18:

"With the new sod freshly laid in the Clarkdale Town Park this week, the restoration project is all but complete. Now, all we have to do is wait! In order to allow the new grass to fully establish before the large crowds descend for our summer events, we need to keep the park fenced as long as possible, and have decided to push back the date for the Grand Re-Opening." Gayle Mabery, Town Manager

SBA Cell Tower in Bitter Creek Industrial Area. Excerpt from Town Manager's report of 06-01-18:

"While we were all busy watching the grass grow in the park, and new feature appeared on the Clarkdale landscape. We don't plan to put any news releases out, and I'm quite frankly wondering how long it will take the general public to notice the new tower. I personally think it fits in well with the industrial nature of the area. The tower was installed on May 31st." Gayle Mabery, Town Manager.



Upcoming Events.

- 6-29-18 – Second Block Party on Main Street sponsored by the Clarkdale Foundation and the Clarkdale Downtown Business Alliance from 6-9pm. Featured musician will be Connor Danks, thanks to the 10-12 Lounge and Four Eight Wineworks. Beer will once again be sponsored by Hensley Beverage Company.



- 7-4-18 – Town Park Grand Re-opening and the Old Fashioned Fourth of July Celebration. A day of festivities are planned as usual beginning with the traditional pancake breakfast. This year's event is especially important as it commemorates the re-opening of Town Park following a complete remediation and updates of much of the Park's infrastructure. Come join in the celebration!
- 7-7-18 – Summer Concert on the View Deck featuring Trotters Wake (Irish and Celtic music), 7-9pm
- 7-21-18 – Summer Concert in the Park featuring Thunder and Lightnin', 7-9pm

Planning Updates.

Crossroads at Mingus – Tract F Park. A certified letter was sent to the owners of the Crossroads at

**The Town of Clarkdale's
Old-Fashioned 4th of July
Schedule of Events**

**7:00 AM - 11:00 AM
Clarkdale Town Park**

7:00

RAISING OF THE COLORS - Presented by VFW Post 7400

WELCOME - Mayor Von Gauselg

PANCAKE BREAKFAST - Hosted by Clarkdale PD and VV Fire District

LIVE MUSIC - Performed by Lives/Morgan until 9:00 at Town Park

7:30

FIRE TRUCK RIDES - Hosted by VV Fire District (10th and Main St.)

ICE CREAM SOCIAL - Hosted by Clarkdale Historical Society and Museum

8:00

CHILDREN'S GAMES - Hosted by Clarkdale-Jerome School

8:15

PARADE REGISTRATION - Located at Clarkdale-Jerome School

9:00

PARADE BEGINS

(Route from Clarkdale-Jerome School to Clarkdale Town Hall)

9:30

COTTONWOOD COMMUNITY BAND - Live Performances at Town Park

10:30

PARADE WINNERS ANNOUNCED - Town Park Gazebo

11:00

END OF FESTIVITIES

6. NEW BUSINESS:

a. PUBLIC HEARING: DISCUSSION/POSSIBLE ACTION REGARDING A ZONE CHANGE/CONDITIONAL USE PERMIT REQUEST FOR ASSESSOR'S PARCEL NUMBER 400-06-015, 100 S. BROADWAY IN CLARKDALE. THE APPLICANT, JEROME ELK'S LODGE #1361, IS REQUESTING A ZONE CHANGE FROM R1 (SINGLE-FAMILY RESIDENTIAL) TO COMMERCIAL AND A CONDITIONAL USE PERMIT TO ALLOW FOR THE OPERATION OF A 10-SPACE (MAXIMUM) RV PARK AT THE PROPERTY. THE RV PARK WOULD BE AVAILABLE FOR ELK'S MEMBERS ONLY. THE JEROME ELK'S LODGE HAS OPERATED AT THIS LOCATION SINCE 1970. THE PARCEL IS APPROXIMATELY 3.72 ACRES.

b.

Planning Manager Escobar summarized the staff report:

Background

The Jerome Elk's Lodge has been in operation at the 100 S. Broadway Road location since 1970. The property is zoned R1-Single Family Residential. The Jerome Elk's operate as a benevolent lodge, and offer a bar, bingo hall and community gathering space. On occasion the Lodge has allowed recreational vehicles to stay on the site. There are currently five spaces with separate hook-ups for electricity and water.

The property is connected to the Town water system and is on a septic system for wastewater.

There is a 9,891 square foot building constructed in 1969 on the site. The building and hard-surface parking area slopes up from Broadway Road. At the west and the south of the property the topography slopes up dramatically. Along the southern edge of the parking area is a green belt of mature mesquite trees and other native vegetation.

Zoning Designation and Grandfathered Use:

The Elks Lodge was built before 1973 when the Town of Clarkdale first adopted its Zoning Code and incorporated the zoning map. The commercial use of this lodge building as a bar, bingo hall and a community gathering space has been determined to be a legal, non-conforming use per Section 1-6 of the Town of Clarkdale Zoning Code.

Park Manager and Rules & Regulations:

A full-time park manager will be on site 24-hours a day. Visitors will be subject to 'Rules & Regulations' including observing Quiet Time from 10:00 p. m. to 7:00 a.m. Pets are not allowed to run loose. Maintenance and washing of the RV's is prohibited. No generator use is allowed.

Landscaping plan:

Each RV site will have one tree planted at the back of the site. Each site will include one vehicle parking space and one RV parking space.

Wastewater:

No on-site dump station is proposed.

Parking:

According to the applicant's letter of intent, a maximum of 75 vehicles may be on site for a Saturday night special event.

There are 40 demarcated parking spaces on the site.

Traffic and Internal Circulation

There is a clear line of site for vehicles turning into and out of the property. The speed limit on Broadway in this area is 25 mph. A 20-foot wide emergency vehicle travel aisle will be maintained throughout the site.

Lighting

The complaint received in November 2017 included lighting issues. Those issues have been resolved and no additional lighting is proposed for this project.

Public Participation

Notices were mailed to 101 property owners and the property was posted June 1st, 2018.

Two written comments in opposition to the request have been submitted and are attached to this report. Mr. Steve Mullis is the neighbor directly to the north who filed the original complaint in November 2017.

Community Impact:

There are six single-family residences within 500 feet of the Lodge property. In addition, new homes are being built in the portion of the Mountain Gate subdivision that overlooks the Lodge property.

The property to the east of the Lodge, across Broadway, is undeveloped and zoned residential. To the south is a 20-acre residentially zoned property.

Review Agencies

The Re-zone and CUP application were sent to the following agencies for review:

Yavapai County Flood Control District No concerns

claimed there was illegal dumping into the riparian area on the north side of the property by the RV units.

- **Utility Service Improvements**
Permits shall be required to bring the electrical and plumbing connections into compliance.
- **Parking**
The proposed 5 new RV sites will encroach on the overflow parking area. This could cause parking issue and conflicts.
- **Screening of Commercial Uses (#13 of Performance Standards of Commercial Zoning)**
The five existing RV sites are behind the exiting building and blocked from view from Broadway. The new sites will be visible from the street. No screening is proposed.

Required Findings for a Conditional Use Permit (Section 5-5 Town Zoning Code):

Town Regulations

Per Section 5-5 of the Town Zoning Code, the Planning Commission shall make findings on a conditional use permit application based on the following six elements:

1. **Applicable Regulations:** Those conditions necessary to assure compatibility of the development of the land in question will be consistent with the purpose of the Zoning Ordinance, Town of Clarkdale General Plan, other statute, and any ordinance or policies that may be applicable.

Staff Comments – The proposed use as a RV Park, as operated under the Rules & Regulations, is determined to not be any more impactful to the area than the permitted use of 15 single-family residential development allowed by the existing zoning and as supported by the General Plan. In addition, advancing tourism opportunities is an identified goal of the 2013 Sustainable Community and Economic Development Plan.

2. **Bulk Regulations:** The site is adequate in size and topography to accommodate proposed use, population density, building height, lot coverage, setbacks, spaces, landscaping, fences and parking. That these elements are compatible with the general character of development in the vicinity of the proposed conditional use and are adequate to properly relate the proposed use with the existing land uses in the vicinity.

Staff Analysis – The 3.72 acre property is sufficient to accommodate the proposed use of 10 RV sites.

3. **Performance:** That the location, design and operation characteristics of the proposed use are such that it will have minimal adverse impact on the livability, public health, safety, welfare, or convenience of persons residing or working in the vicinity, to adjacent property, to the

Planning Manager Escobar shared comments from the Public Works Utilities Director received today:

The Town of Clarkdale requires that all sites developed to Retain flows from the 100-year, 2-hour storm event. However, based on the History of this project (partially developed), I have reduced the requirement to the following:

- The Site (entire Site and not just the new proposed developed portion) shall be required to “Retain” the first flush runoff (Runoff generated from the first 1-inch of rain event as outlined in the Yavapai County Flood Control District Manual.
- This “retained” volume shall be designed to drain within 24 hours through the use of a drywell or in-ground percolation. Upon request and submittal of a detailed design, the “Retained” volume may be discharged to adjacent approved facilities so long as sediment control is designed as part of the outlet and that the outflow rate does not exceed 1 cfs.

Action Needed:

The Planning Commission may, after hearing public input, take any of the following actions:

I move the application for the Jerome Elk’s Lodge move forward to Council with a recommendation of approval for a zone change to commercial with a conditional use as a RV Park with conditions as presented by staff (or as modified during the Planning Commission discussion)

I move to table the application for the Jerome Elk’s Lodge zone change and conditional use permit request and direct staff or the applicant to: _____

I move to deny the application for the Jerome Elk’s Lodge zone change and conditional use permit request based on these specific findings: _____

Recommended Conditions of Approval:

1. The Conditional Use Permit to operate a 10 space RV park shall be vacated if the Rules & Regulations of the Park as presented are violated.
2. The applicant shall receive permits for the electrical and water lines to each existing RV site and all new developed sites and shall bring all utility installations into compliance with Town Code.
3. The existing backflow valve shall be inspected by a licensed backflow company and resized if determined to be necessary. Backflow inspections shall be performed in compliance with Town Code.
4. All existing and new lighting shall be fully shielded.
5. Prior to operation, the Lodge shall install a RV Dump Station on site to be used by visitors and shall implement a routine maintenance schedule in compliance with manufacturer’s specifications.
6. Prior to installation of any new RV sites, the applicant shall submit a parking plan showing 75 marked parking spaces. Spaces shall be delineated on the site.

- Mr. Puzas responded that perhaps reducing the number of units would have less of a negative visual impact,
- Commissioner Olguin asked if mature trees could be used as part of the screen?
- Mr. Puzas suggested they may have to just plant new trees since replanting trees is not always successful. However, the first flush may impact all of that. The trees may not be an issue.
- Vice Chair Erickson asked whether any outside amenities such as picnic tables and chair were planned.
- Mr. Puzas stated we want them to come into the Lodge. He stated the Lodge does pay sales tax on the sales at the Lodge.
- Planning Manager Escobar stated the Lodge does not pay property taxes. If changed to commercial and property sold, the Assessor's office could come out and reevaluate the property. As mentioned in the letter submitted to the Commission, Mr. Evans, a neighbor is asking the zoning revert at time of sale if the Lodge were to sell the property.
- Chair de Blanc asked if the RV renters have to be Elks and what was the duration of the stay?
- Mr. Puzas replied yes. Almost every Elks lodge has an accommodation. Stays would be limited to one 14 day period per month. The manager will be living in the clubhouse.

Chair de Blanc opened the Public Hearing:

- **Michael Lindner, Clarkdale:** Stated the Elks have been there since the 1960s. Extension in the back was built in the 70s. The facility has historical context. Has theater seats from Elks in Prescott. The Lodge trying to increase use is something we need. Clarkdale's been lucky to have the Lodge here. In terms of the screening, it is unreasonable. You won't be able to see RVs when coming from Cottonwood. Can see them when coming from Clarkdale. Speaking in support of the project.
- **Ginna Buchanan Leuenberger** stated she lives on Hollow Reed Lane. Has a good view of the RV parking area, it is very visible to her and the RV use makes a big difference in the privacy of her home. Previous uses could be disruptive at times with generators going 24 hrs. a day so she is concerned. It is a quiet neighborhood now. More RV spaces could raise the level of noise. Would suggest a stipulations for electric outlets rather than generators. There has been trouble with dumping before. The Lodge has not in the past controlled their guests. Concerned about any conflict with charitable organization owning commercial property. She is concerned about the riparian area the hawks and owls and preservation of what is there. Her lot is straight across from where the RVs will be.
- **Cheryl McKean, Elk member.** Stated there are about 1900 Elks lodges across the country. Average age of members is older. They don't party at night or create noise. The place was quiet as a tomb. Folks come into the Lodge for dinner.

With no further comment, Chair de Blanc closed the public hearing.

Commission Discussion:

APPROVED BY:


John Erickson
Vice Chairperson

SUBMITTED BY:


Beth Escobar
Planning Manager